**Senior Foodbank Family Worker**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**Responsible to:** Sam Evans (Chief Executive)

**Responsible for:** Foodbank Family Worker

**Salary:** £28470

**Hours:** 37.5 hours per week

**Full-time**: Full time (*we will consider job shares or part-time proposals)*

**Place of work:** Various locations across north Sheffield. Office space at S6 Foodbank, 66 Cross Bedford Street, Sheffield.

**Employer:** The Philadelphia Network Limited

**Overall role purpose: To set up and lead the “Family Foodbank Project” in the Shiregreen area of Sheffield. The “Family Foodbank Project” is an innovative new project launched through a partnership between S6 Foodbank, Trussell Trust and Firth Park Academy. The project seeks to reduce the long-term need for foodbank in the Shiregreen community by working with families at an individual level to address the root causes of foodbank use. The role will entail delivering long-term interventions principally with regard to food, financial inclusion and educational support alongside accredited partners. You will do this both directly and a staff and volunteer team. The role will involve active partnership working with Firth Park Academy who will be invested throughout the project: referring beneficiaries, tracking outcomes, shaping interventions and providing a secondary network of partners.**

**Responsibilities:**

* To manage and recruit volunteers to accompany you and your staff on home visits and share appropriate administrative responsibilities.
* To undertake home visits with your team to provide food, financial and educational support to families and children.
* To work in close partnership with Firth Park Academy to receive, review and get best outcomes for beneficiaries.
* To monitor the effectiveness of the project against KPIs and to be cognisant of partners perspectives on the project.
* To manage and lead the Foodbank Family Support Worker – helping them to grow, develop and succeed in their role.
* To assess the needs of beneficiaries and take a proactive stance in supporting them, whilst ensuring to empower them to take actions themselves and allowing them to participate in the project.
* To in partnership with management shape the project as it progresses, continually innovating.
* To follow and implement all safeguarding policies, procedures and good practice.
* To follow and implement all data protection policies, procedures and good practice.

*Administration*

* Review beneficiaries needs on a regular basis and in partnership, ensuring actions are followed up and needs are updated.
* Create and maintain confidential comprehensive beneficiary and project records, follow up work and the recording of outcomes and other relevant KPI’s of the project, for information retrieval, statistical monitoring, and report preparation

*Professional learning and development*

* Attend regular supervision with your line manager
* Keep up to date with appropriate legislation
* Keep up to date with policies and procedures
* Attend internal and external training programmes

*General duties*

* Develop good teamwork relationships between project staff and volunteers
* Take a proactive approach to diversity and inclusion, ensuring that services are accessible to all
* Identify and report evidence to support social policy work and campaigns through reports and case studies
* Represent the project at external events and meetings as required

**PERSON SPECIFICATION**

**Experience:**

Essential:

* Relevant knowledge and experience of working with people in relative poverty.
* Relevant experience of working in at least one (or more) of the following areas: children, families, foodbanks or financial inclusion.
* Interagency experience, which has resulted in achieving objectives either at a beneficiary/customer, project or organisational level.
* Experience and familiarity with child or adult safeguarding
* Leadership or management experience with volunteers or staff

Desirable:

* Extensive relevant experience of in several of the following areas: children, families, foodbanks or financial inclusion.
* Project management experience
* Line management experience
* Working knowledge of information law
* Experience working with and measuring KPI
* Working knowledge of both child and adult safeguarding

# Key Skills:

* Understanding of poverty, its key drivers and all its impact, especially in the local area.
* Understanding of the foodbank and social issues affecting beneficiaries and children.
* Demonstrate experience of evaluation.
* Ability to balance conflicting priorities and stakeholder interests whilst achieving objectives.
* An ability to advocate for children and beneficiaries, whilst understanding the pressures on other partners, so as to get best outcomes.
* An ability to develop projects, motivate others and overcome challenges.
* An ability to learn quickly and adapt to changing contexts.
* Good oral and written communication skills at all levels.
* Good IT skills on various systems
* Ability to lead, inspire and be creative.
* Ability to work independently and unsupervised.
* Good team player.
* Able to empathise with people from all backgrounds including disadvantaged, marginalized or socially-excluded groups, those in difficult situations and external partners.
* An understanding of safeguarding processes, including reporting, record keeping and the implementation of safeguarding policies both by yourself and those you are responsible for.
* A commitment to addressing poverty and to beneficiaries experience poverty.
* Driving license and use of vehicle.
* DBS verified.